## Initial Contractor Security Clearance Flowchart

## Sandia Management

Submits Clearance
Action Request
Form and Criminal
Background Check
to Personnel
Security Clearance
Office

Personnel Security requires a minimum 5 business days to process submitted papework

Personnel Security Clearance Office

Once proceesed, Personnel Security Notifies Clearance Applicant to Complete the enrollment and fingerprint process. Applicant has two weeks to complete enrollment.

Within two business days of completion of enrollment phase, applicant is notified to contact medical to schedule a drug test.

Once drug test is completed, results are received by personnel security 5 business days later.

Upon receipt of drug test results, applicant is initiated into the SF-86, Questionnaire for National Security Postition via e-QIP.

Applicant has two weeks to complete the e-QIP packet

Personnel Security Clearance Office

Reviews Submitted Clearance Paperwork

- Clearance Action Request Form
- SF-86, Questionnaire for National Security Position Form via e-QIP. Personnel Security requires 6 calendar days to review

(\*\*\*If corrections are required, applicant has 7 calendar days to make all necessary corrections\*\*\*)

- Security
  Acknowledgement Form
- SF-2730-CIV Contractor Pre-Processing background Review Certification
- (4) e-QIP Signature Pages
- (1) Certification That Answers are True (2) Authorization for Release of Information
- of Information
  (3) Medical Release
  (4) Fair Credit Report Act
  Authorization

Personnel Security Clearance Office

Submits Clearance
Packet to DOE
Personnel Security
Processing Department

- Clearance Action
   Request Form
- SF-86, Questionnaire for National Security Position Form via e-QIP.
- Negative Drug Test Results
- Security
  Acknowledgement Form
- SF-2730-CIV Contractor Pre-Processing background Review Certification
- (4) e-QIP Signature Pages
- (1) Certification That Answers are True
  (2)Authorization for Release of Information
- (3) Medical Release
- (4) Fair Credit Report Act Authorization

DOE Personnel
Security
Processing

**Department** 

Reviews
Applicant's
Clearance
Packet. DOE
requires 7
calendar days to
review.

Clearance Applicant

Picks Up Cleared Badge From the Personnel Security Badge Office



Enrolls in and Completes an SEC150 Comprehensive Security Briefing



Notifies
Clearance
Applicant &
Manager of
DOE's Clearance
Decsion.
Personnel
Security
requires 3-5
days to process
and send
clearance
notifications.

Personnel Security Clearance Office

Verifies & Processes DOE's Clearance Notification In An Internal Personnel Security Database.

DOE Personnel
Security
Adjudication
Department

Reviews

**Background** Investigation Results. **Determines** if a Security Clearance will be **Granted or Not** and notifies Personnel Security **Clearance Office** of their decision. **Adjudication** takes an estimated 2-4 weeks to complete.

U.S. Office of Personnel Management Federal Investigative

Services

Conducts
Background
Investigation on
Clearance
Applicant and
Submits Results
to DOE.
Investigation
takes an
estimated 3-5
months,
depending on
level and
information
obtained.

Once submitted to DOE the average processing time for granting a "Q" is 100 calendar days. Processing time to grant an "L" is 50 calendar days.

Clearance Applicant

Tracks the
Processing
Status of Their
Security
Clearance
Request Utilizing
the DOE
Applicant
Tracking System

DOE Personnel
Security
Processing
Department

Submits a
Request to the
U.S. Office of
Personnel
Management
Federal
Investigative
Services to
Conduct a
Background
Investigation on
the Clearance
Applicant